

EXHIBIT NO. 1

Sent to Rose, Copy to Mayor

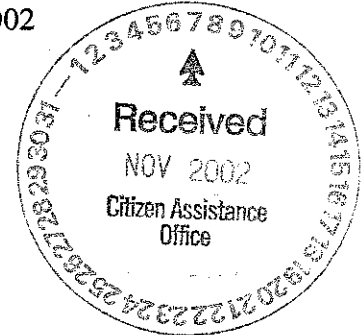
9A

Brenda A. Heffernan  
318 Commerce Street  
Alexandria, Virginia 22314  
(703) 739-0188

11-36-02

October 31, 2002

Mr. Donald Kraft, Chairman  
Board of Architectural Review-  
Parker-Gray District  
1209 Queen Street  
Alexandria, Virginia 22314



Re: Resignation

Dear Mr. Kraft:

I am writing to inform you that due to the upcoming relocation of my residence outside the City of Alexandria, I must tender my resignation as a member of the Board of Architectural Review for the Parker-Gray District. My resignation will be effective as of November 19, 2002.

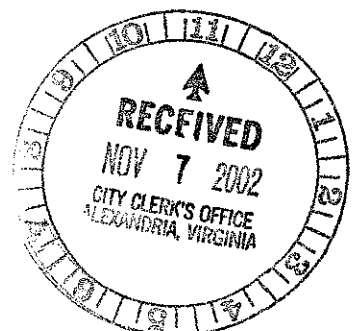
I have enjoyed my time serving on the board and will miss it very much.

Very truly yours,

Brenda A. Heffernan

cc: ✓ Mayor Kerry J. Donley  
City Staff

J:\BAH\barresig.wpd



JANET VON STERNBERG

415 PRINCE STREET  
ALEXANDRIA, VIRGINIA 22314

9B

11-36-02



Dennis McKinney  
Alexandria Commission on Employment  
*JobLink*  
2026 Eisenhower Avenue  
Alexandria, VA 22314

Dear Dennis:

Since joining another association early this year, I have found it difficult to attend ACE meetings on a regular basis because of a schedule conflict with the other organization's meetings, which are the morning of the second Tuesday of each month. I have served on the Commission for over two years, and now that my term has expired, I wish to resign.

I hope that I have offered something to the Commission, but feel that when my term expired I was just getting to know the real workings of *JobLink* and its relations with the City, the schools, the Chamber, the WIB, and its many other partners. Consequently, I wish that I had been able to contribute much more. The Commission and *JobLink* consists of so many fine individuals who are incredibly dedicated to helping the citizens of Alexandria find productive employment. It has been a true joy to meet and work with you all.

Before tendering my resignation, I did want to find my replacement, and I think that I have located someone who would be able to contribute to the Commission and its mission. In my opinion, Debra Roepke has the perfect credentials for community service in this area. She has had previous experience working in workforce development and has had the opportunity to work with *JobLink* in the past through some of her professional associations. She has most recently worked with *JobLink* on the Digital Divide program. I am submitting her resume for your perusal. At this time, she is moving from her position with the Center for Naval Analysis to assume a full-time position as the Program Director at Computer C.O.R.E. You may feel that she could better serve as a business or institutional representative for the ACE rather than a citizen representative. However, I did want to assure that my seat would be filled regardless of the role to be assumed.

Please let me know if there is anything I need to do to formalize this resignation. Also, you may contact Debra or me about what she needs to do to formalize her appointment to the Commission. I would be happy to assist in communications with her. Again, I want to reiterate how much I have learned from being on the Commission and tell you that, if it were not for this new scheduling conflict, I would certainly remain. Wishing you continued success,

Yours truly,

*Janet von Sternberg*

Carol Stewart

11/05/2002 02:27 PM

To: Rose Boyd/Alex@Alex  
Subject: resignation from ACPD

9C

11-26-02

Rose- please be informed that Eugene Toni has resigned from the Alexandria Commission on Persons with Disabilities, effective immediately. Mr. Toni stated that his resignation was due to health reasons. He is a great loss to the ACPD. This leaves another seat open and will require election of a new Vice Chair.

Please advertise this vacancy at your earliest convenience.

Thanks and have a great day.